Getting Started with Schoolwork

A teacher's guide to the Schoolwork app for iPad

Introducing Schoolwork

Contents

Schoolwork is a powerful iPad app that helps you and your students use iPad more effectively for teaching and learning. The simple and beautiful design makes it easy to create and share assignments in just a few taps. You can quickly distribute and collect learning materials, keep an eye on student progress in educational apps and collaborate one on one with students from anywhere, in real time. It's easy for students to use too. Assignments automatically appear on their iPad devices, organised by due date and class. And Schoolwork helps you keep track of how everyone in a class is doing, so you can tailor your teaching to the needs of each student.
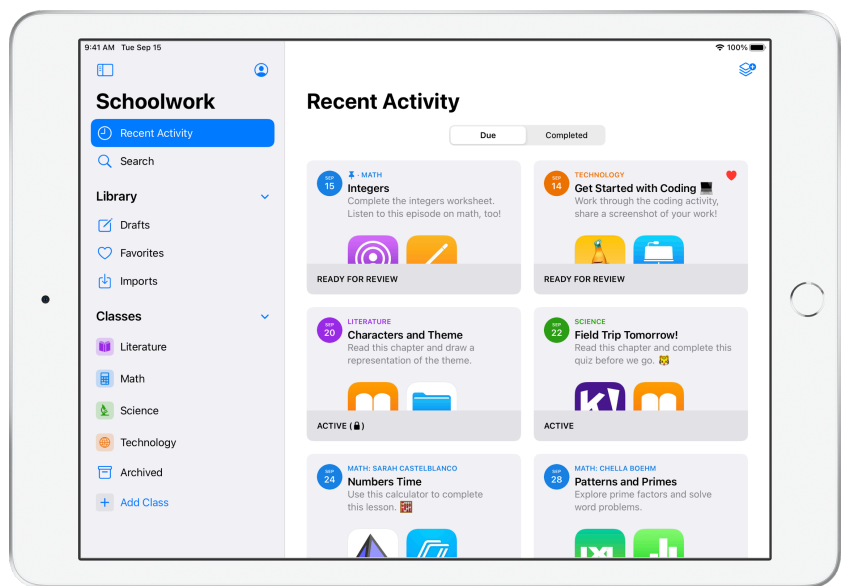
Some of the most useful educational materials are found within apps. With Schoolwork, you can browse supported apps to find content that fits your curriculum, then share specific app activities with your students. With a single tap, they can go straight to the right activity.

This guide will take you through an overview of Schoolwork. You'll learn how to get started and discover how to integrate Schoolwork into your daily classroom workflows.

Before you get started

Schoolwork is an app for iPad and is easy to set up in Apple School Manager. Work with your school's IT manager to make sure the required school accounts have been set up for you and your students, and that the student progress feature has been enabled in Apple School Manager.

Set up your classes

Your IT team can set up classes for you, or you can create your own classes, provided your school has set up accounts in Apple School Manager.
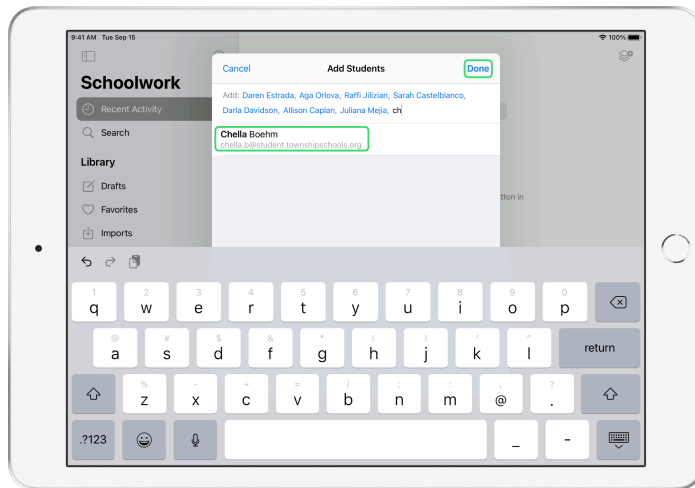

Once your IT department has installed and configured Schoolwork, open the app on your iPad. Schoolwork automatically populates the sidebar with classes that have already been set up for you in Apple School Manager.
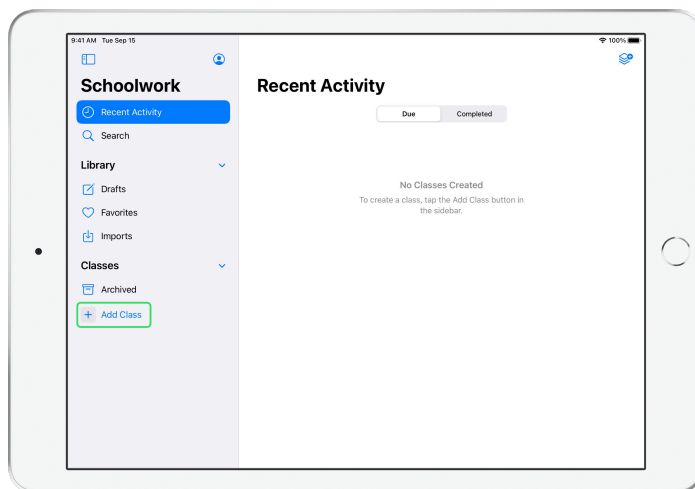

Tap ➕ to add your own classes.
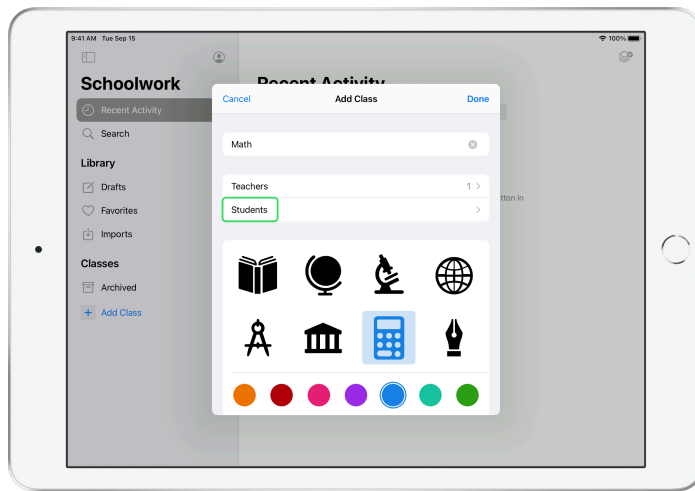
Enter a name, then choose a colour and an icon to represent your class. Tap Students to add students


As you start entering a student's name, Schoolwork will suggest students to add. Tap the name of a student to add them to a class. You can only add students with existing Managed Apple ID accounts that have been set up in Apple School Manager. Once you've added all students, tap Done.
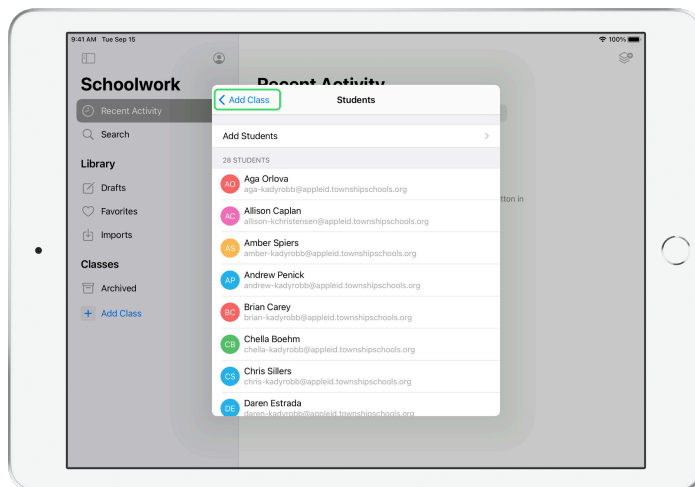
Tap Add Class to create a class with the selected students, then tap Done to finish setting up the class. You can add more students at any time. Your new class will be listed in the sidebar.

Create your first assignment

Schoolwork simplifies your daily workflows by making it easy to create and send assignments that are flexible enough to contain almost anything, including web links, PDFs, documents and even links to activities in apps. You can also use assignments to send announcements and reminders. And your students can view assignments across all of their classes to keep track of everything they need to finish.
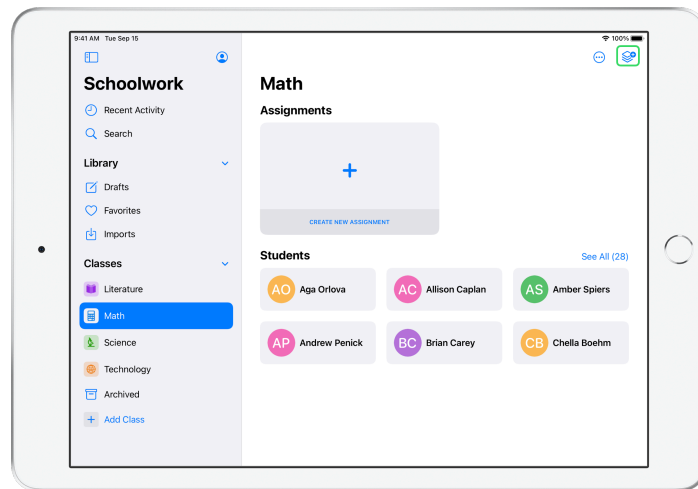
In the sidebar, tap the class you're creating an assignment for. Assignments you create will be displayed on this class page.

Tap 📚⊕ to create a new assignment.
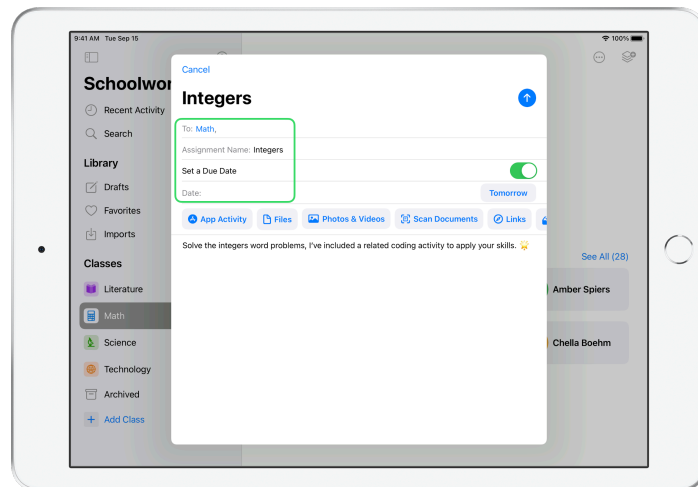
Add a list of recipients (choose the entire class or individual students), a title and instructions. You can also specify a due date.

Next, add an activity, such as a web link your students need to review or a file you want to distribute. Only a recipient and title are required; all other information is optional.

Tap ⬆ when you're ready to post your assignment. You can also save a draft to send later.

Add File activities

You can share any type of file with your students to provide them with all the materials they need to get their work done. With the different types of activity available in assignments, there are no limits to how creative you can make your assignments and, in turn, how creative your students can be when working on those assignments.
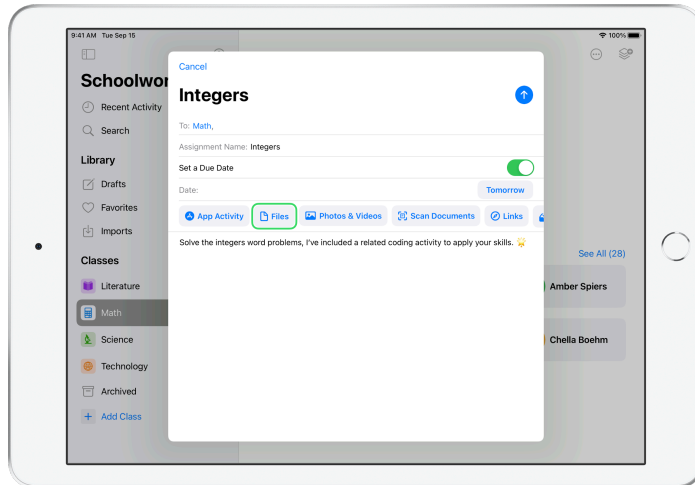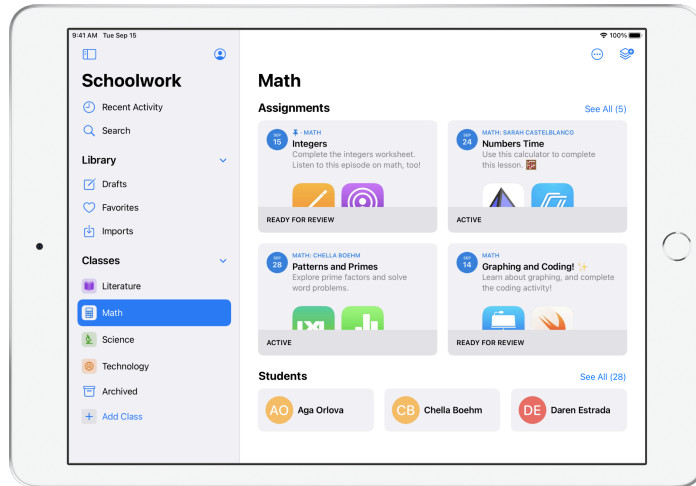

In a new assignment, tap Files.
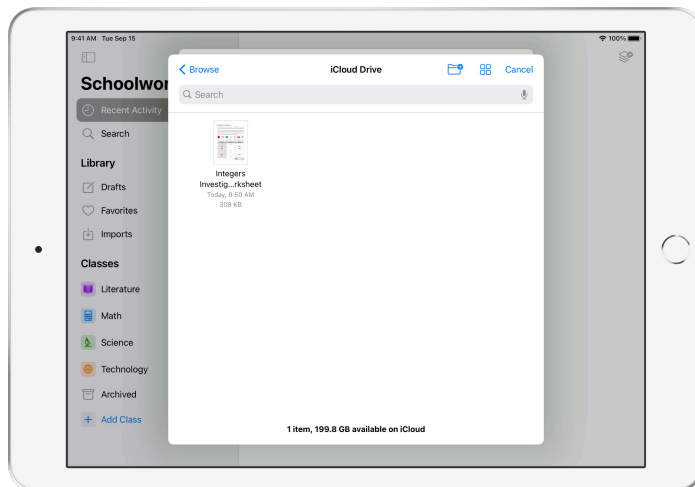
Next, browse your files and tap the one you'd like to add. Or you can open another app side by side, such as the Files app or Safari, and drag files or URLs to your assignment.

Repeat these steps to add multiple activities and files to your assignment. Tap ⬆ when you've finished.

Student view

Students will see assignments for all of their classes in the dashboard, sorted by due date to help them keep track of everything they need to finish.

To start work on an assignment, students can tap to open it, then follow your instructions and tap any of the activities you've added.
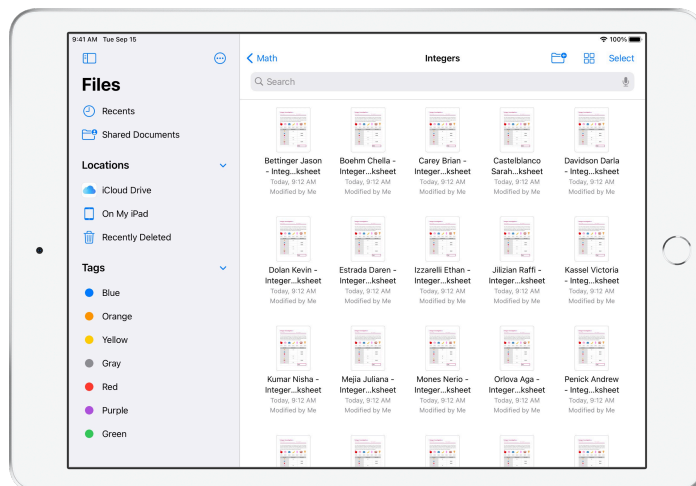
Schoolwork automatically organises files you share in iCloud Drive for you and your students. In this example, an assignment called "Integers" has been created for a maths class, and a File called "Integers Investigation Worksheet" has been added to the assignment. When posted to all of the students in a class, the following would appear in the teacher's and students' iCloud Drive folders: Schoolwork > Maths Integers > Integers Investigation Worksheet.

Collaborate with students

Using Schoolwork, you can collaborate with your students on assignment activities in Pages, Numbers and Keynote. While students are working in a collaborative file, you can view it, edit it, add comments and even record audio to provide real-time feedback to help them along the way.
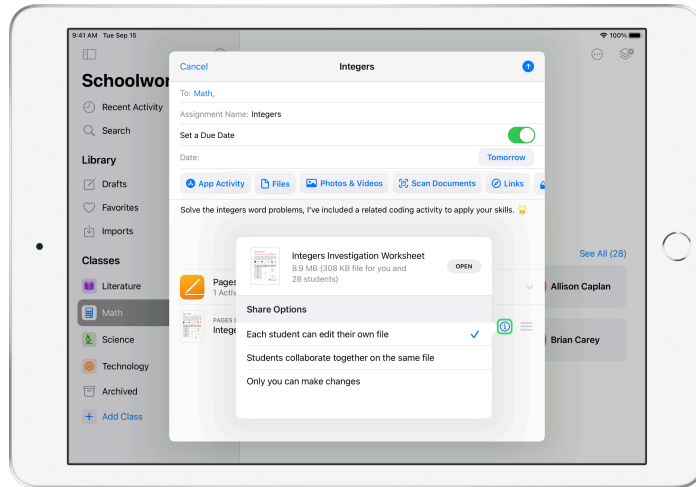
When adding a Pages, Numbers or Keynote file to your assignment, you can collaborate with students one on one. Tap (i) and choose "Each student can edit their own file" or get all of your students to collaborate together on the same file
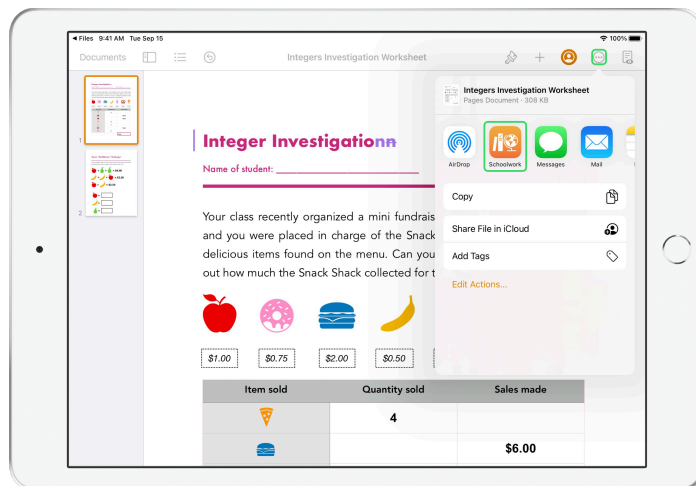
You can also start collaboration with your students directly within Pages, Numbers or Keynote. Tap ⋯, then choose Share and select Schoolwork. This lets you create a new assignment in Schoolwork.
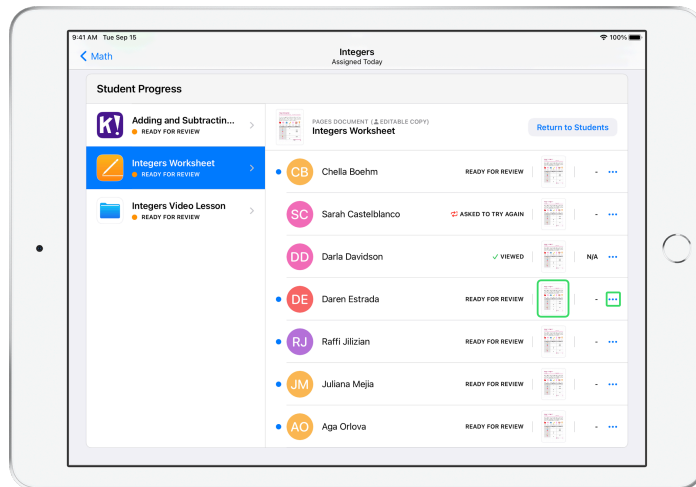
Student view
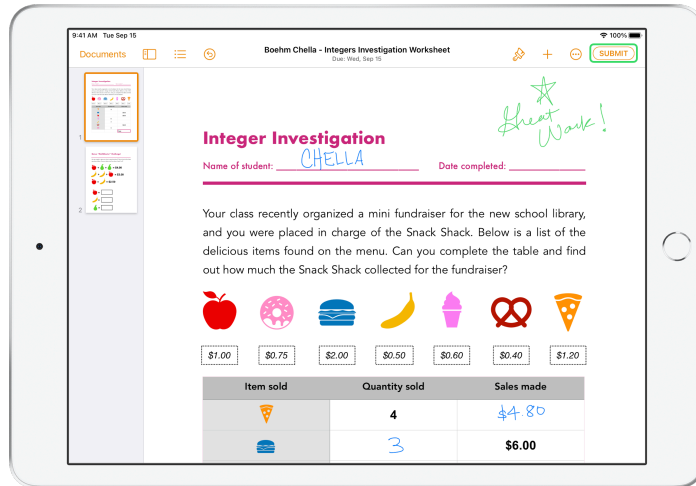
If you share the file with each student, each person will work on their own copy of the file.

Instruct your students to submit their work using the Submit button in the shared Pages, Numbers or Keynote document when they've finished.

Students can't edit a file after it's been submitted. If they need to make changes, they can unsubmit and resubmit the file.


Open each student's collaborative document from the assignment detail view or from your iCloud Drive to see how students are progressing.

Collaboration enables you to provide feedback within the document in real time while students are working. Edit the document, use drawing tools to annotate or even record audio to provide your feedback. When you've finished reviewing students' submitted work, you can return files to individual students or the entire class. Once returned, you and your students will each have your own copy of the document and students won't be able to resubmit it.

To return work to an individual student, tap ⋯ next to the student whose work you want to return, then tap Return to Student. To return work to the entire class, tap Return to Students.

Add app activities

Schoolwork makes it easy to direct students to the right place in an app. You can browse supported apps to find content that fits your curriculum, then share specific app activities with students. With a single tap, they can go straight to the right activity.
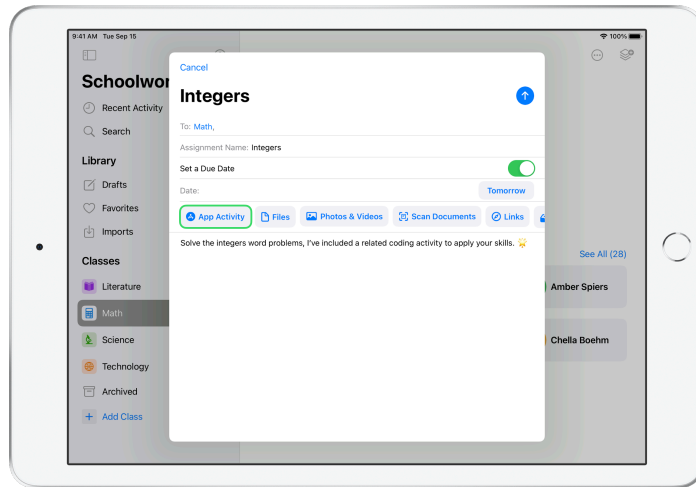
In a new assignment, tap App Activity.
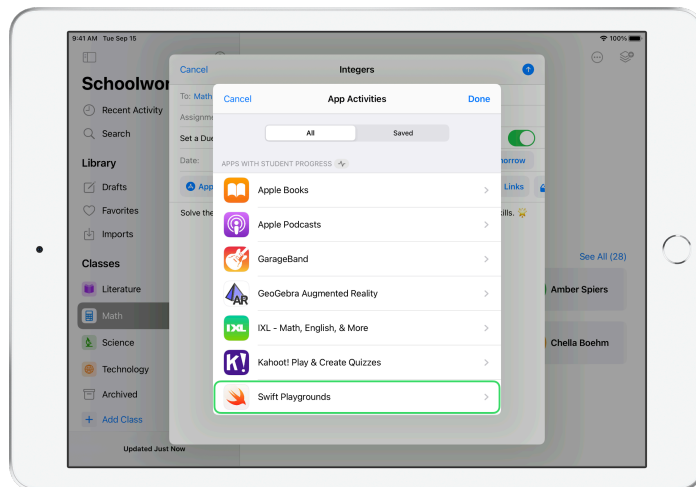

You'll see a list of apps that are installed on your iPad, including those that can report student progress. Choose an app with activities that fit the learning goals for your students.

You can also assign an activity from within a supported app. While browsing the app, use the Share menu to create a new assignment in Schoolwork when you've discovered a relevant activity.
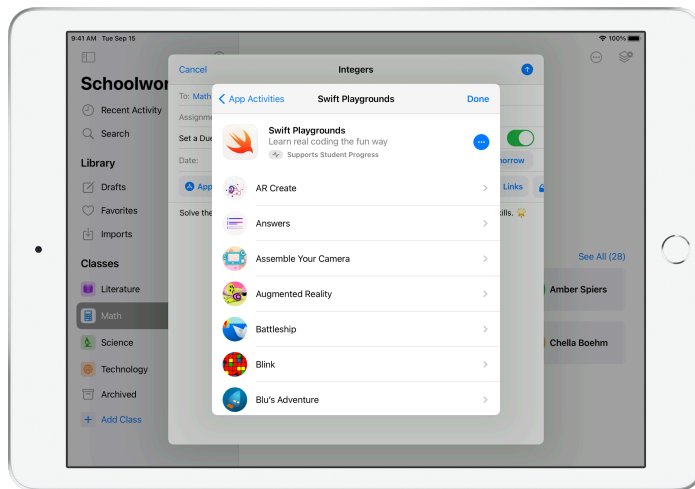
Schoolwork displays assignable activities from the app.
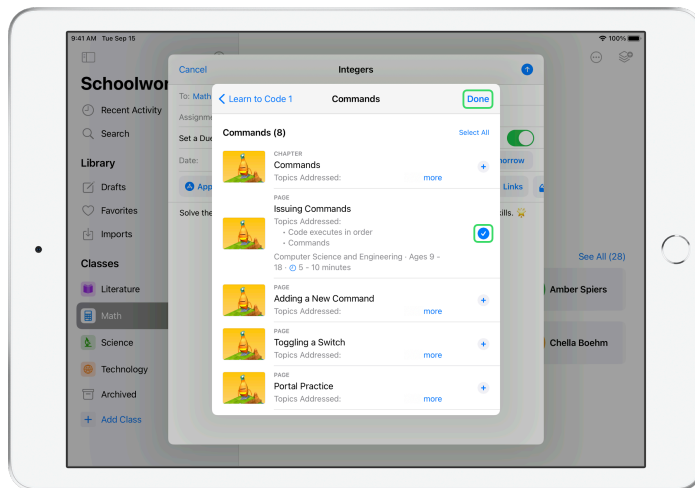
Choose the activity that fits your learning goals. When you're ready, tap Done, then tap ⬆ to post the assignment.

Student view

When students get the assignment with the activity you've chosen, they can go straight to the right place in a single step, just by tapping the activity in Schoolwork.

View class and student progress

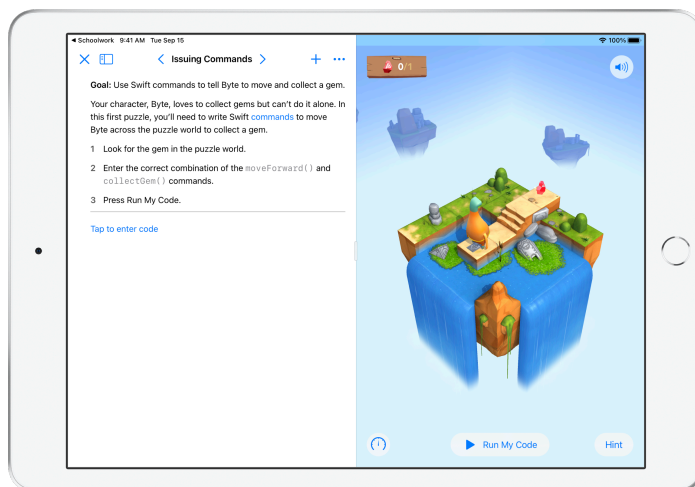When your school enables the student progress feature in Apple School Manager, you'll be able to see a snapshot of each student's overall class performance, check individual student progress and see how they have done across all assignments.

This enables you to tailor your teaching to each student — whether they need an extra challenge or extra help. You and your students will be able to use Schoolwork even if your school hasn't enabled this feature.
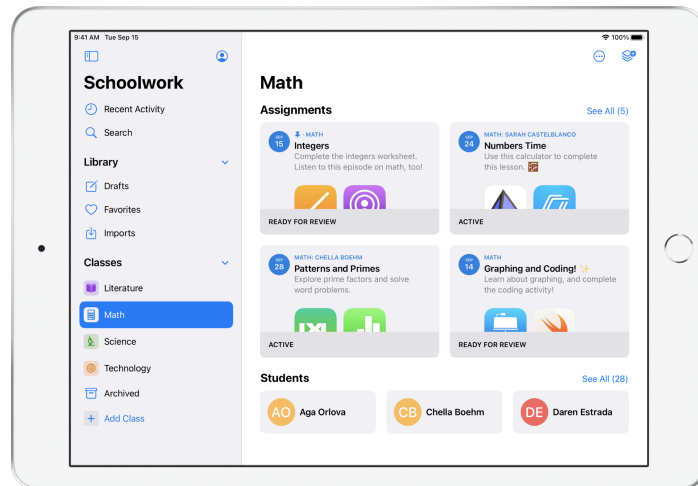
To see how your class is progressing on an assignment, go to Recent Activity or tap a class name in the Sidebar and select the assignment.
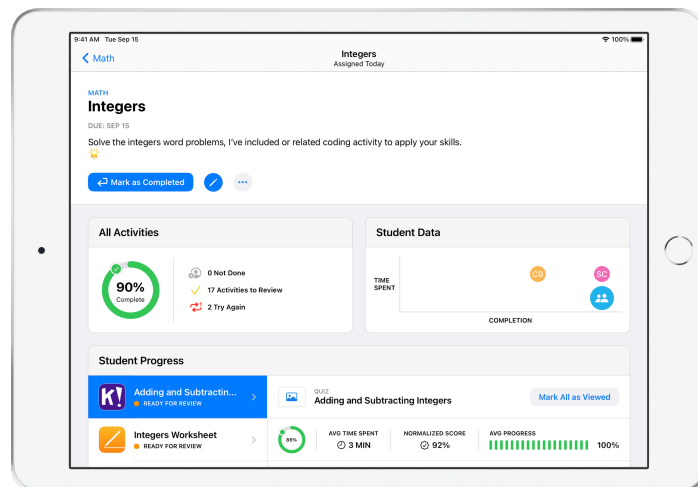
The assignment detail view aggregates data for all students in your class.

Apps that support student progress automatically send information about how students are doing after they've completed the activity.

The All Activities chart displays how many activities in your assignment are incomplete, ready to be reviewed or waiting for students to try again.
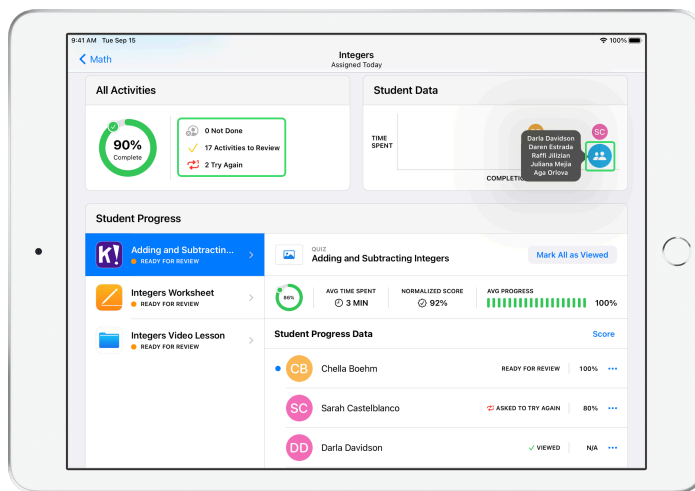
The Student Progress chart indicates how students are progressing with all assignment activities to help you determine which students may need additional support or more challenging work.
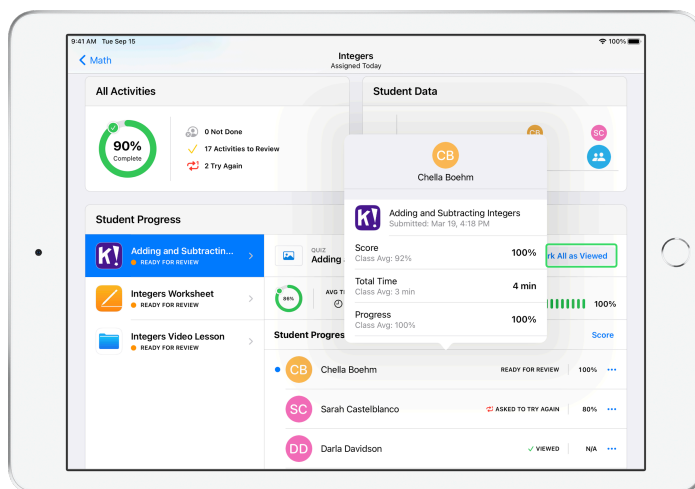
Tap a name in the student list to get a more detailed view of how each student did on the activity.

The data available depends on the type of activity and includes, for example, time spent on the activity, percentage completed, quiz scores, hints used or points earned.

When you've finished viewing the work all of your students have completed, tap Mark All as Viewed.

Focus on individual students
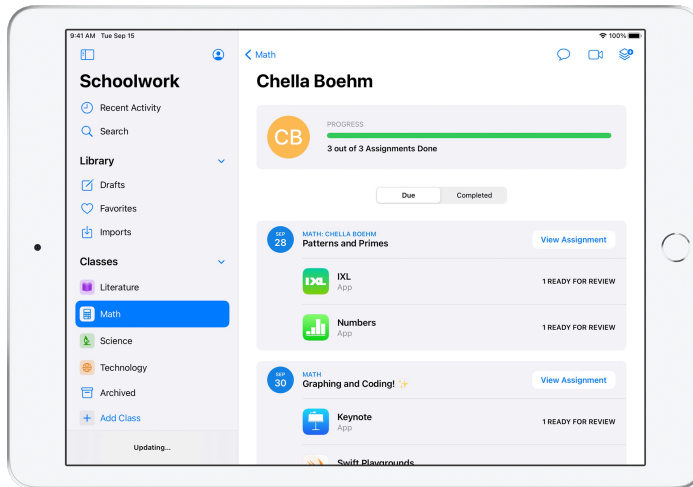
Unique to Schoolwork, the student detail view enables you to see all of the progress information across supported apps you've assigned, as well as the work students have submitted — all in one place. With this additional information on how an individual student is doing, you can tailor your instructions based on their needs.

To see progress information across all assignments for a student, select the class from the Sidebar and then tap the student's name.

Students can also use the app to see the progress they're making so they can take charge of their own learning.

Tap ⬙ to add a new assignment just for this student, or tap View assignment to continue work on a previous assignment.
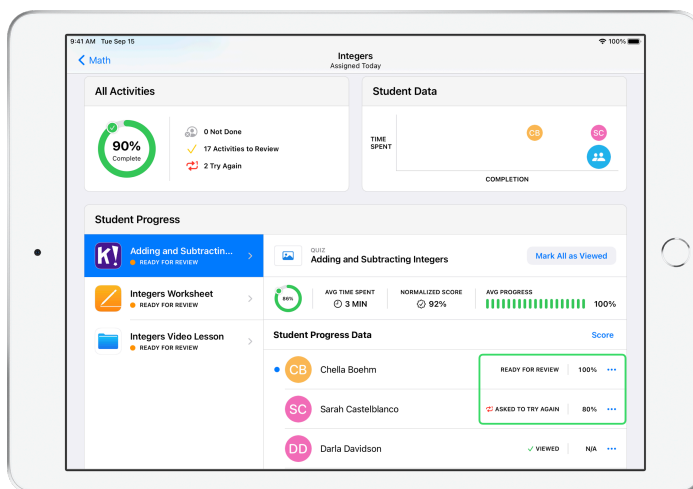

Schoolwork provides progress data to help you identify a student who may need to try an activity again or who may need a little extra time after you've locked an assignment.

- For student work that's progressed to Ready for Review, tap ⋯ , then tap "Ask to Try Again", enter your instructions, and tap ↑ .

- For student work with the status Not Done, tap ⋯ , then tap Allow to Complete.

Do more with assignments

Advanced options in Schoolwork assignments allow you to do even more. Use hand-in requests to give students a choice of how they demonstrate their learning. Bring paper worksheets into your digital workflow with the document scanner. Use Multitasking in iPadOS as you create assignments to simplify your workflow. See when work has been submitted after your due date. Return an assignment and ask a student to try again. Lock an assignment when you're no longer accepting submissions.
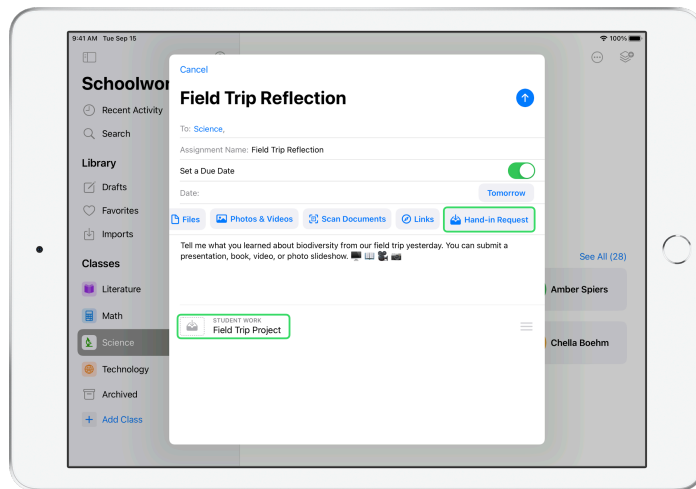
With hand-in requests, you can ask students to submit evidence of their learning in a format of their choice.

When you create a new assignment, tap Hand-In Request, tap Untitled Item No., then enter a title for the hand-in activity. When you're ready, tap ⬆️

Students can submit work in Schoolwork or they can use the Share button to submit from within another app. They can submit items such as app files, collaborative files, PDFs, photos or videos.

For example, in Pages on iPad, students can create a file, tap ⋯, choose Share and select Schoolwork, then select the class and assignment to submit the file.
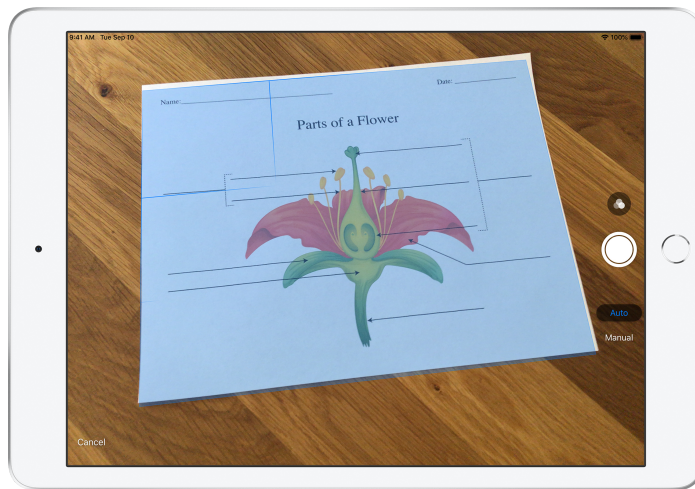
With the integrated document scanner, Schoolwork can help you bring paper worksheets and physical artefacts into your digital workflows.

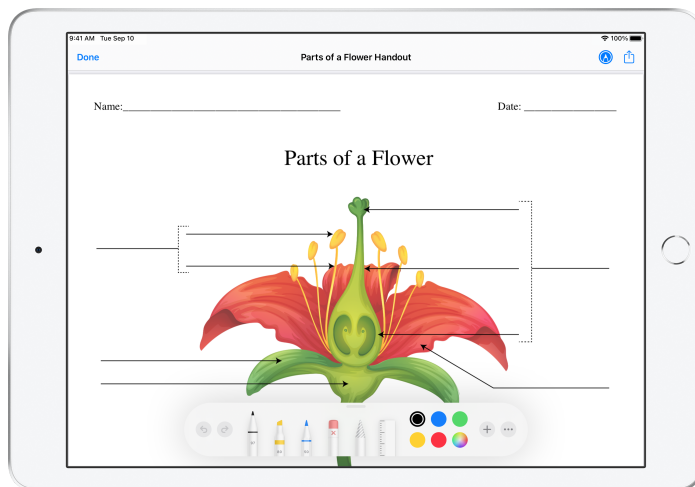Create a new assignment, tap Scan Documents, then place your document in view of the camera on your device. Use Auto mode or capture the scan manually. Drag the corners to adjust the size, then tap Keep Scan.

Scan additional pages to add to the document, then tap Save when you've finished. Tap Untitled Document No. and enter a title for your scan. When you're ready, tap ⬆

Schoolwork creates a PDF from your scanned document. When students receive the assignment, they can mark up the PDF file and submit it directly from the assignment. When a hand-in has been requested, students can also use the scanner to submit their own work done on paper to your assignments.
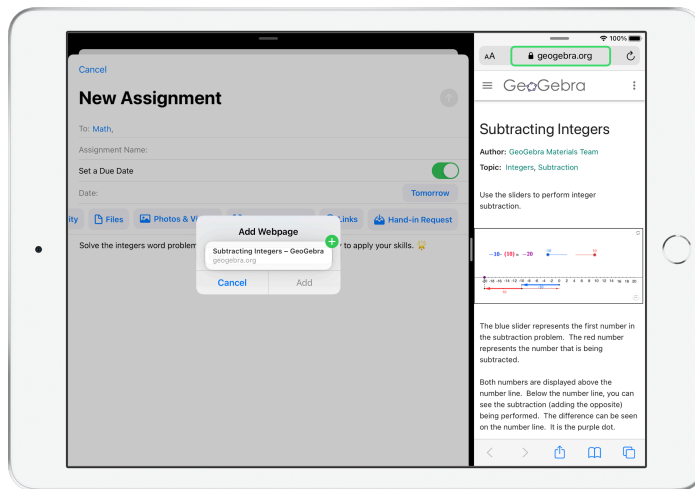
It's easy to drag a file or a URL to your assignment using Multitasking on iPad. Slide up from the bottom of the screen to access the Dock, then touch and hold an app — for example, the Files app to see recent files. Then just drag the file you want to share.
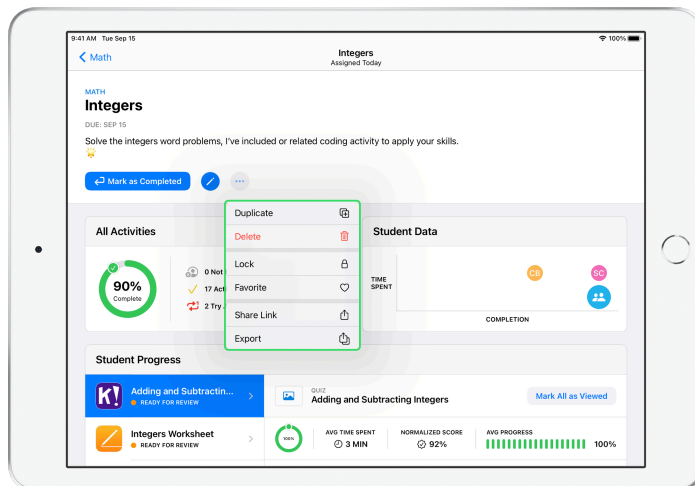
You can also drag an app from the Dock next to Schoolwork, then drag any file or URL from that app into Schoolwork.

If you set a due date for an assignment, students will be able to submit work, and their progress will be recorded even after the due date has passed. Late submissions are marked as handed in late.

You can lock the assignment if you want to stop accepting submissions. Students can't submit new work, make any changes or record their progress after you've locked the assignment.

Tap ··· to lock, edit, duplicate, mark as a favourite or delete an assignment. When you delete an assignment, the assignment and progress data will be deleted and will no longer available in Schoolwork. Documents will continue to be available in the Files app.

When your students have finished with assignment activities, you've reviewed student progress and work and you no longer need an assignment, you can mark it as complete. Schoolwork then cancels any outstanding requests for work, returns copies of all assignment files to all students and saves a copy of the file in the Completed view. After you've marked an assignment as complete or deleted an assignment, you can't undo it.

Privacy

Apple has a strong commitment to teacher and student privacy. Schools are required to opt in to Schoolwork's student progress feature using Apple School Manager. Student progress is only recorded for activities you specifically assign and that are completed while using a school-provided Managed Apple ID. For example, if you assign students to read the prologue of *Romeo and Juliet* in Apple Books, but a student also reads *The Great Gatsby*, both you and the student will only see progress data on the prologue because that was the assigned reading. All student progress data is encrypted in transit and at rest. If your school does not opt in, you can still use Schoolwork without this feature. To ensure transparency when progress reporting is active, students will see a notification indicating that their progress is being recorded.

Schoolwork setup

Below are the steps your IT department needs to complete to get you set up for Schoolwork. You can also send them this PDF guide.

1. Enrol in or upgrade to Apple School Manager.

2. Create Managed Apple IDs for teachers and students using SFTP, SIS or manually.

3. Set up Classes in Apple School Manager or allow teachers to set up their own classes.

4. Get the Schoolwork app in Apps and Books in Apple School Manager.

5. Enable student progress for your organisation in Apple School Manager.

Resources

Schoolwork User Guide for Teachers

Schoolwork User Guide for Students

Apple School Manager User Guide

About privacy and security for Apple products in education